

EXHIBIT 3



Office of Administrative Services
FOIA Requester Service Center

February 27, 2019

Good Morning Ms. Lisa Himes,

I'm writing you in regards to your U.S. General Services Administration (GSA) FOIA request GSA-2019-000523 dated January 15, 2019, in which you are requesting records for 16 items. In accordance with your request for item(s) 5 through 16, you are seeking any and all emails from 12 GSA employees for two different time periods using 16 key words.

This effort required GSA to perform an e-discovery email data pull. After performing this effort, we received more than 30 gigabytes of data which would result in approximately over 300,000 pages of email data that would need to be reviewed.

To ensure that the cost of processing your FOIA is not borne by the general taxpaying public, the law requires U.S. General Services Administration to charge for processing. Pursuant to 41 C.F.R. § 105-60.305-10 and/or 41 C.F.R. § 105-60.305-7, the statutory charge for clerical search and review time is **\$13 per hour** and professional search and review time is **\$29 per hour**.

The Program Office responsible for processing your FOIA request would calculate the amount of time it would take to process your FOIA request, and forward you a fee determination letter outlining your cost. Currently, you would be facing a substantial cost to process your FOIA request.

In order to reduce this cost, you may wish to narrow the scope of your request by reducing the number of GSA employees; reducing the number of key words; and/or reducing the time period(s). As a courtesy, we are notifying you of this matter before we proceed. Please let our office know if you would like to proceed in this matter as it currently stands, or if you would like to narrow the scope of your FOIA request. Please reply by March 13, 2019. We look forward to your reply.

Thank you.